



18 JUNE 2002

Flying Operations

**AIRCREW STANDARDIZATION/
EVALUATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AMC/DOV (Maj Stillings)

Certified by: HQ AMC/DOV
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AFI 11-202 VOLUME 2, 17 JUNE 2002, is supplemented as follows: This instruction implements AFD 11-2, *Aircraft Rules and Procedures*, and AFD 11-4, *Aviation Service*. This instruction supersedes AFI 11-408/AMC SUP 1, Change 1, 15 August 1997. It supplements AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*, which establishes the Aircrew Standardization/Evaluation (Stan/Eval) Program that supports Air Force objectives. This supplement is AMC/ANG/AFRC approved and applies to AMC-gained CONUS-based ANG and AFRC mobility units. Send waiver requests through DOV channels to HQ AMC/DOV, 402 Scott Drive Unit 3A1, Scott AFB IL 62225-5302. For ANG and AFRC units, send waiver requests through channels to NGB/DOO or HQ AFRC/DOV, as appropriate, for follow-on coordination with HQ AMC/DOV. Approved waivers are issued for a maximum of 1-year from the effective date. File a copy of approved waivers with this instruction and send "info copy" to gaining NAF/DOV.

The Privacy Act of 1974 applies to certain information gathered pursuant to this instruction. The Privacy Act System Number F011 AF XO A, Air Force Operations Resource Management Systems (AFORMS) covers required information.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

2.3.1.1. Aircrew Standardization Division (HQ AMC/DOV) is designated by the Director of Operations (HQ AMC/DO) for the overall management of AMC and AMC-gained ANG and AFRC mobility unit standardization and evaluation programs.

2.3.1.2. DOV personnel will maintain flying proficiency (evaluator status).

2.3.2.2. C-130J evaluation criteria is located in the C-130J CONOPS, ANNEX B.

2.3.2.4. AMC/DOV will maintain FCIF status listing, FCIF management policy and FCIF database at: <https://www.amc.af.mil/do/dov/FCIFS.HTM>.

2.3.2.6. HQ AMC/DOV designates 15 AF/DOV and 21 AF/DOV as OPR for aircraft specific Master Question File (MQF) requirements in AFI 11-202, Volume 2.

2.3.2.12. Flight Observation Program. At the direction of HQ AMC/DO or DOV, AMC/DO personnel may observe AMC missions and provide feedback to AMC/DO on the status and capability of the mobility system. AMC/DO personnel may observe any TACC directed (AMC and AMC gained) mission of any MDS.

2.3.2.13. (Added) HQ AMC/DOV personnel administer pyramid evaluations, no-notice (N/N), and other evaluations to mobility forces performing mobility missions in execution by the TACC or as directed by AMC/DO. This may include SPOT evaluations. The following requirements apply:

2.3.2.13.1. (Added) Aircraft commander and crewmembers must be notified prior to entering crew rest (NA for N/N evaluations).

2.3.2.13.2. (Added) AMC/DOV evaluators may perform a SPOT evaluation on any MDS within their respective specialty (i.e., pilot, navigator, flight engineer, boom operator, loadmaster, etc). For SPOT evaluation outside an evaluator's primary MDS, the evaluation is restricted to the areas listed under GENERAL on the AF Form 3862.

2.3.2.13.3. (Added) AFRC flying AMC missions - appropriate AFRC NAF/DO (4 AF or 22 AF) prior notification and coordination for both SPOT and no-notice evaluations.

2.3.2.13.4. (Added) ANG flying AMC missions - ANG/DO and unit commander coordination/approval is required.

2.3.2.13.5. (Added) AETC flying AMC missions – 19 AF notification and unit commander concurrence.

2.3.2.13.6. (Added) User-command - Appropriate MAJCOM/DO (or as specified) concurrence.

2.3.2.14. (Added) Act as final operational approving authority for computer flight planning, TOLD, NAVAIDs, weight and balance software, summary of airfield restrictions, airfield suitability data, and develop aircraft specific fuel planning pamphlets when not provided in aircraft technical orders.

2.3.2.15. (Added) Act as 24-hour on-call waiver authority for operational procedures according to the appropriate AFI 11-2MDS-Specific Volume 3, Operations Procedures, Chapter 4, Waiver Protocol.

2.3.2.16. (Added) Manage the Command's aircrew Special Interest Item (SII) Program using inputs from, but not limited to, aircrew trends received from the NAFs.

2.3.4. This supplement establishes HQ AMC/DO Standardization/ Evaluation (Stan/Eval) Program to support AMC aircrew objectives. It applies to commanders, operations supervisors, aircrews assigned or attached to AMC for flying, and aircrew performing Stan/Eval duties aboard AMC or AMC-gained aircraft. For specific evaluation criteria for qualification on a particular mobility mission design series (MDS) or aircrew specialty, see the appropriate AFI 11-2MDS-Specific Volume 2, *MDS Specific Aircrew Evaluation Criteria*. Units will supplement this instruction according to Chapter 9. Unit supplements will be coordinated with the NAF/DOV and appropriate AFRC NAF/DOV (4 AF or 22 AF) prior to publication. Send proposed change to this instruction on AF Form 847, **Recommendation for Change of Publication**, according to AFI 11-215, *Flight Manuals Program (FMP)* and AMC Supplement 1.

2.4.1. The NAF Aircrew Stan/Eval division (NAF/DOV) is typically organized under the appropriate 15 AF or 21 AF Director of Operations (DO) staff. AFRC NAF/DOV personnel do not complete pyramid evaluations or conduct AFRC Aircrew Stan/Eval Visits (ASEV), unless requested by active duty NAF. Fifteenth and Twenty-First Air Forces may request AFRC support from the AFRC NAF/DOV and will notify HQ AFRC/DOV of the request.

2.4.2.2.1. (Added) Conduct SPOT evaluations in conjunction with scheduled ASEV.

2.4.2.6. Pyramid Evaluation Program. HQ AMC/DOV with NAF/DOV will implement a pyramid evaluation system. Units without aircrew representation at NAF/DOV do not receive NAF/DOV flight evaluations unless directed by NAF/CC or higher. Senior OG/OGV evaluators (including AFRC and ANG) or equivalent will receive a pyramid evaluation to satisfy 17-month periodic qualification requirement.

2.4.2.6.1. (Added) NAF/CC, NAF senior staff, and Chief NAF/DOV may receive their evaluations from any appropriately qualified flight examiner.

2.4.2.6.2. (Added) NAF/DOV evaluators receive their pyramid evaluation from HQ AMC/DOV.

2.4.2.6.3. (Added) If there is no specific aircrew or aircraft representation at pyramid level, then the next higher level is responsible. The senior examiners for specific aircraft and missions receive evaluations from any appropriately qualified examiners when there are no qualified examiners in the pyramid above them.

2.4.2.6.4. (Added) Units will submit written request for pyramid waiver through appropriate channels, i.e. wing and group OGV to NAF/DOV for approval. If approved, NAF/DOV will provide the unit with a "Pyramid Evaluation Waiver" MFR. File the MFR in the waiver section of the individual's FEF.

EXCEPTION: Pyramid evaluation is not required for aircrew undergoing aircraft conversion, difference training on aircraft or for students completing formal qualification and training programs according to AFI 11-2MDS-Specific Volume 1.

2.4.2.6.5. (Added) Units may align Stan/Eval crewmembers' qualification expiration dates to allow all crew positions eligible for their pyramid evaluations to complete the checkride at the same time. NAFs may use augmentees for this purpose.

2.4.2.6.6. (Added) NAFs may perform a staff assistance visit (SAV) in conjunction with the pyramid evaluations when specifically requested by the unit.

2.4.2.7. Flight Observation and Evaluation Program.

2.4.2.7.1. (Added) NAF flight examiners are the primary observers assessing the mobility system. At the direction of NAF/CC, AMC/DO, or AMC/DOV, NAF personnel will observe AMC missions and provide feedback on the status and capability of the mobility system.

2.4.2.7.2. (Added) NAF flight examiners are the primary evaluators of aircrew performance in the mobility system. As directed by NAF/CC, AMC/DO, or AMC/DOV evaluators may conduct N/N or SPOT evaluations of AMC, AMC-gained ANG, AFRC, and user-command aircrews under direct operational control of the TACC. The following NAF requirements apply:

2.4.2.7.2.1. (Added) AFRC flying AMC missions - appropriate AFRC NAF/DO (4 AF or 22 AF) prior notification and coordination.

2.4.2.7.2.2. (Added) ANG flying AMC missions - ANG/DO and unit commander coordination/approval is required.

2.4.2.7.2.3. (Added) AETC flying AMC missions – 19 AF notification and unit commander concurrence.

2.4.2.7.2.4. (Added) User-command - Appropriate MAJCOM/DO.

NOTE: NAF flight examiners may comply with N/N requirements by "blanket" notification message with appropriate prior coordination and approval. NAF notification message should specify time, exercise, deployments, etc., for duration of the evaluation window.

2.4.2.10. NAFs will coordinate, build, maintain, and distribute one common MQF for each aircrew position of each MDS for closed book qualification examinations. NAF/DOV will also review OG-generated aircrew open book tests. 15AF/DOV and 21AF/DOV will coordinate test banks to minimize duplication and promote MQF standardization. Aeromedical Evacuation Crewmember (AECM) MQFs may be consolidated into a single document. NAFs will provide copies of the MQF to user-MAJCOMs upon request. NAF/DOVs may elect to use an internet-based MQF distribution program.

2.4.2.11. (Added) Evaluate any aircrew counterpart assigned within the NAF and NAF-gained ANG and AFRC units.

2.4.2.12. (Added) NAF/DOV will consolidate and analyze data from aircrew trends by MDS, crew position, and AF Form 3862 area. Provide an electronic copy (.doc file) of trend information to HQ AMC/DOV semi-annually for consideration to be incorporated in the command's aircrew SII Program. Along with the trend information, NAF/DOV will include any problems requiring HQ AMC assistance and a list of open AF Forms 847 being coordinated above the NAF level.

NOTE: This reporting requirement is exempt from licensing in accordance with AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

2.4.3.1. (Added) All NAF crew positions should maintain mission ready status.

2.4.3.2. (Added) Flight examiners will be qualified or certified in as many special missions as possible for which the NAF has a responsibility. Special missions include low altitude air refueling (LAAR), receiver air refueling (AR), special-operations low-level II (SOLL II), airdrop, and prime nuclear airlift force (PNAF), etc. NAF flight examiners are not required to maintain special mission currency according to AFI 11-202, Volume 1, *Aircrew Training*, and the appropriate AFI 11-2MDS-Specific Volume 1; but they should have initial qualification in the specific special mission and participate as an examiner or observer on at least one special mission every 6-months.

2.5.1.1. AMC gatekeeper requirements for NAF ASEV is HQ Operating Instruction (HQ OI) 36-2803, *Support for Higher Headquarters Gatekeeper Program*. For AFRC, gatekeeper is NAF/DO.

2.5.2.1. Aircrew Standardization/Evaluation Visit (ASEV):

2.5.2.1.1. (Added) Purpose. The NAF ASEV teams validate unit Stan/Eval and training processes and ensure standardization among flying units. ASEV is a process-oriented administrative review of Stan/Eval and training programs, aircrew testing, and in-flight evaluation of instructors, flight examiners, and other selected crewmembers. The ASEV is the principal NAF/CC assessment tool in evaluating unit Stan/Eval programs within the chain-of-command according to AFI 11-202, Volume 2. Evaluations will be administered by NAF flight examiners or designated ASEV augmentees qualified in the applicable aircraft and crew position.

2.5.2.1.1.1. (Added) NAF ASEV team may request augmentee support from NAF counterpart, units, or user-commands. HQ AMC/DOV personnel may augment or observe a unit ASEV. The appropriate AFRC NAF/DOVs (4 AF and 22 AF) should augment teams for ASEV on AFRC units.

2.5.2.1.1.2. (Added) Units without aircrew/MDS representation at NAF/DOV will receive an administrative ASEV when directed by the NAF/CC.

2.5.2.1.2. (Added) ASEV Testing. NAF ASEV team will administer a closed book examination to all available personnel who are qualified to fly unsupervised in unit aircraft. Test individuals who are dual MDS aircraft qualified in only their primary aircraft. The ASEV examinations may be used to satisfy recurring closed book testing requirements for flight evaluations.

2.5.2.1.2.1. (Added) ASEV Tests will be derived as follows: 90% MQF, 10% FCIF and Safety Supplements.

2.5.2.1.2.2. (Added) ASEV tests have minimum passing scores according to requirements for closed book examinations in AFI 11-202, Volume 2. Crewmembers failing ASEV closed book tests will be placed in supervised status until successful completion of unit closed book exams.

2.5.2.1.2.2.1. (Added) The NAF ASEV team will report the names of individuals tested and their scores to the unit commander. The final ASEV report will list the range of test scores and the average test score in the format in Table A6.1. No objective grade will be awarded.

2.5.2.1.2.2.2. (Added) The NAF ASEV team chief may elect to send the ASEV test after formal ASEV notification but before arrival of the ASEV team. The unit will identify a "trusted agent" to control the ASEV test content and conduct unit testing, or as specified by ASEV team chief.

2.5.2.1.3. (Added) Primary ASEV Flight Evaluations. NAF flight examiners will administer in-flight evaluations to senior OG (or equivalent) Stan/Eval personnel for each of the unit's assigned mission or design aircraft.

2.5.2.1.3.1. (Added) Do not extend the senior Stan/Eval crewmember's evaluation expiration date to allow NAF evaluation during the ASEV.

2.5.2.1.3.2. (Added) If any senior Stan/Eval crewmembers are scheduled to change within 3 months following ASEV, administer evaluation to designated replacements.

2.5.2.1.3.3. (Added) Pyramid evaluations received within 6 months before the start of an ASEV will count towards the ASEV in-flight evaluation requirements.

2.5.2.1.4. (Added) ASEV Simulator Evaluations. ASEV Simulator Evaluations. NAF flight examiners may evaluate crew members in the applicable training device (if available) The evaluation will include all activity required for a Simulator evaluation.

2.5.2.1.5. (Added) For KC-10 senior boom operator, use Boom Operator Trainer (SIM/BOT). In addition, a CCTS instructor crew will be administered a SIM/BOT evaluation. Credit SIM/BOT evaluation for one flight.

2.5.2.1.6. (Added) Secondary ASEV Flight Evaluations:

2.5.2.1.6.1. (Added) NAF flight examiners will administer flight evaluations to instructors (preferably performing instructor duties) or flight examiners (preferably performing flight examiner or instructor duties). Additionally, ASEV team may administer evaluations to any crewmember who is current and

qualified to fly in unit aircraft and is on the flying schedule. Complete an AF Form 8 for all ASEV evaluations. The total number of evaluations will be at the discretion of the ASEV team chief.

2.5.2.1.6.2. (Added) Credit may be taken for NAF Stan/Eval evaluations on local and off-station SPOT evaluations administered by NAF flight examiners on AMC-directed deployment, re-deployment, airlift, A-R, Joint Airborne/Air Transportability Training (JA/ATT), operational and local training missions within 75 days of the designated start date of the ASEV (75 – 90 days prior with OG/CC approval). OG/CC approval is required when conducting local or JA/ATT evaluations before the scheduled ASEV for ANG and AFRC mobility units.

2.5.2.1.7. (Added) NAF ASEV Requirements:

2.5.2.1.7.1. (Added) ASEV Scheduling/Notification. AMC NAF ASEV teams will normally visit units (including associate reserve units), approximately every 24 months (48 months for Unit Equipped [UE] ANG and AFRC units). Initial planning dates for projected unit ASEV are scheduled and published semi-annually in AMC/IG's consolidated command's inspection target scheduling message. Official unit ASEV notification will be dispatched by the appropriate NAF message to the unit 90 days before scheduled visit. Notification message will include types of missions to be scheduled, ASEV team composition, transportation requirements, special interest items, and other details of the visit. Unit scheduling conflicts should be reported to the appropriate NAF POC for resolution. ASEV scheduling conflicts, changes, and schedule alignments are normally made during the semi-annual scheduling conferences with representation from NAFs, AMC/DOV, ANG/DO, and AFRC/DO. Command inspections are coordinated with TACC.

2.5.2.1.7.2. (Added) Flight evaluations should represent a cross section of the unit's operational mission. Instructors may be asked to demonstrate maneuvers to help assess instructor ability. All crewmembers may be asked to accomplish specific tasks or maneuvers for their crew qualification to assess proficiency.

2.5.2.1.7.3. (Added) NAF ASEV teams will complete all AF Forms 8 for in-flight evaluations before departure. At the unit commander's discretion, and with ASEV evaluator's approval, evaluations administered by ASEV flight examiners may be credited toward recurring evaluation requirements. Complete remaining ground items within 2 months (AFRC and ANG units may use entire eligibility period for the accomplishment of requisites) but not later than the end of the eligibility period.

2.5.2.1.8. (Added) ASEV Grading. A unit-level overall ASEV grade is not awarded. At the conclusion of the visit, the ASEV team chief will provide feedback (oral or written) to the unit commander and staff. In addition, NAF/CC or designated representative will release an ASEV written report following review/endorsement. The ASEV report will follow a typical format at **Table 2.1. (Added)** (ASEV team chief may make minor modifications to the format of the ASEV report as deemed appropriate.) ASEV teams will identify those areas not in compliance with current guidelines and include as "required improvements". Units will report corrective action within 90 days after receiving the final report to NAF/DO.

2.5.2.1.9. (Added) ASEV Programs. Figure 2.1 identifies unit-level programs subject to assessment of review by the ASEV.

2.5.2.1.10. (Added) ASEV Results. NAF/DOVs will forward a copy of the ASEV report to HQ AMC/DOV (RCS: AMC-DOV(AR) 9404, ASEV Report), and applicable ANG or AFRC unit ASEV Reports to NGB/DOO or AFRC/DOV. Unit ASEV Reports are available on NAF/DOV website or link on HQ AMC/DOV website.

NOTE: (RCS: AMC-DOV(AR) 9404, ASEV Report) is designated emergency status code D for licensing according to AFI 37-124, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections*. Immediately discontinue reporting data requirements during emergency conditions. When activated, do not send the ASEV report in message format.

Table 2.1. (Added) ASEV Report.

XXAF ASEV Report					
Unit Number, Unit Base					
Inclusive Dates					
I. Team Chief's Overall Assessment:					
II. Aircrew Performance:					
	High	Low	Average	Total Tested	Percent Available
A.. Aircrew Testing:	X%	X%	X%	XX	XX%
	Q-1	Q-2	Q-3	Total Evaluations	
B. In-flight Performance:	X	X	X	XX	
III. Stan/Eval Programs:					
A. Stan/Eval Administration and Manning					
B. Stan/Eval Board					
C. Review and Certification Board (R&C Board)					
D. Flight Evaluation Folders					
E. Trend Analysis					
F. No-Notice Program (Annual Unit Completion Rates--Goal/Actual)					
G. Flight Manuals Program					
Manuals Control					
AF Forms 847 Program					
Mission Kits					
H. Flight Crew Information File (FCIF/FCB)					
I. Aircrew Testing Program					
IV. Training Programs:					
A. Training Administration					
B. Training Review Panel (TRP)					
C. Training Folders					

D. Qualification Training E. Continuation Training F. Tactics G. Flight Management (HARM) H. Squadron Operations (SARM) I. Combat Crew Training School (CCTS) (KC-10/C-9 only) J. Aeromedical Equipment V. Special Interest Items: A. Command Special Interest Items B. NAF/CC Special Interest Items VI. Outstanding Issues (May Require Higher Headquarters Assistance) VII. Special Recognition VIII. Required Improvements					
#	Write-up	Reference	Unit OPR	Suspense	Unit Response

2.5.3.3. (Added) NAF/DOV or appropriate AFRC NAF/DOV (4 AF or 22 AF) may conduct Staff Assistance Visits (SAV) only when formally requested by a unit. SAVs may include any Stan/Eval or training related area the unit requests.

2.5.3.4. (Added) Reports generated by a SAV will be informal (internal use only).

3.2.1.3. OG/CC may consolidate unit aircrew testing facilities to simplify test administration.

3.2.1.7. (Added) OG/CC, through OG/OGV, will establish the unit's baseline N/N evaluation program.

3.2.1.8. (Added) For non-located OG units with different MDS aircraft, the OG/CC will determine the basing location for each MDS/OG evaluator.

3.2.1.9. (Added) Wing and OG/CCs receive their evaluations from any appropriately qualified flight examiner.

3.2.2.4.1. Include the following areas in trend analysis (if available): open/closed book examination program, evaluations, supplementary evaluation program, supervisory observations, and ATS contractor feedback.

3.2.2.4.4. Report trends to NAF and appropriate AFRC NAF/DOV (4AF or 22AF) quarterly (AFRC and ANG units semi-annually) in SEB minutes.

3.2.2.5. Document overall supplementary evaluation program in unit supplement (chapter 9) to this instruction.

3.2.2.6.1. (Added) SEB - General. The Stan/Eval Board (SEB) summarizes the unit's Stan/Eval program and provides a forum for the review and resolution of aircrew related issues. Any area or item of concern, no matter how identified, should be addressed by the board.

3.2.2.6.2. (Added) SEB – Requirements. OG/OGV will establish an SEB. OGV should include non co-located squadron and detachments in the board proceedings. Squadron and detachments not co-located with their OG may conduct their own board or provide representation to the unit's SEB. Board minutes from non co-located squadron and detachment SEBs should be forwarded to the unit for inclusion in the unit's SEB.

3.2.2.6.2.1. (Added) Convene the SEB after the end of each calendar quarter (in January, April, July, and November). AFRC and ANG units may convene the SEB after the end of the calendar semi-annual period (in January and July).

3.2.2.6.3. (Added) Unit commander chairs the SEB and determines its composition. Board members should include representatives from Stan/Eval, training, operations, safety, and other areas as determined by the commander (i.e., ATS contractors).

3.2.2.6.4. (Added) Discuss items and prepare minutes IAW in AFI 11-202V2 and:

3.2.2.6.4.1. Identify trends by MDS, crew position, and AF Form 3862 area.

3.2.2.6.4.2. Add new item to the end of the “Summary” section: “Report results from any Higher Headquarters (HHQ) Observation missions.”

3.2.2.6.5. (Added) Identify recommendations beyond the authority of the unit commander in the board minutes and send to respective NAF and appropriate AFRC NAF/DOV (4AF or 22AF).

3.2.2.6.6. (Added) The Chief, OGV is responsible for preparation of the agenda, notifying attendees, and preparing the SEB minutes. SEB minutes will be signed or endorsed by OG/CC. Units will maintain at least a 2-year (4-year UE AFRC and ANG) history of their SEB minutes. Send a copy of the unit's SEB minutes to the appropriate NAF/DOV. AFRC units send a copy to appropriate AFRC NAF (4 AF or 22 AF) and to HQ AFRC/DOV. Electronic copies are preferred. SEB minutes are due to the NAF/DOV no later than 30 days following the SEB reporting period.

NOTE: SEB minutes are exempt from reporting requirements and licensing according to AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Inter-agency Air Force Information Collections*.

3.2.2.9.4. (Added) Develop or recommend improvements for aircraft operation and aircrew procedures. Chief, OGV is final approval authority at unit level for AF Form 847s (see AFI 11-215, AMC Supplement 1).

3.2.2.12. (Added) Review hazard reports and aircraft mishap reports and take corrective action, when required.

3.2.2.13. (Added) Pyramid evaluation program requirements. Send a list of senior flight examiners by crew position, qualifications (including special qualifications), and evaluation expiration dates to NAF/DOV. Send an update when change in personnel or qualification occur. For pyramid evaluation waiver requests, contact appropriate NAF/DOV no later than 30 days before evaluation expiration date.

3.2.2.14. (Added) OG/OGV will maintain a record of all evaluations administered by assigned flight examiners. Record the following minimum information: date of evaluation, flight examiner's name and rank, examinee's name and rank, type of evaluation, and qualification level awarded. Each aircraft type will have a separate record. Maintain a two-year history.

3.2.2.15. (Added) Flight examiners will be qualified in as many special mission qualifications as possible for which the OG has a mission responsibility. For special missions in which the OG/OGV does not maintain qualification, the Chief, OGV will select an examiner to perform pyramid evaluations.

3.2.2.16. (Added) Flight Examiners qualifying in special missions such as AR, SOLL II, etc., are flight examiners in those missions once upgrade is complete.

3.2.2.17. (Added) OG examiners will evaluate:

3.2.2.17.1. (Added) Senior flight examiners at the next lower level, and may evaluate squadron and detachment crewmembers. OG/CCs or equivalent, may designate a secondary senior flight examiner to administer pyramid evaluations in the absence (DNIF, TDY, etc.) of the senior examiner.

3.2.2.17.2. (Added) Squadron commanders and operations officers.

3.2.2.17.3. (Added) Associate OG squadron commanders and operations officers when the associate OG does not have a Stan/Eval function.

3.2.2.17.4. (Added) Senior flight examiners assigned to reserve associate OG/OGV (squadron DOV where no associate OG/OGV exists) if NAF flight examiners are not available.

3.2.2.17.5. (Added) Subordinate detachment commanders and senior flight examiner counterparts.

3.2.2.17.6. (Added) AMC Combat Crew Training School (CCTS) personnel who are co-located with operational units receive pyramid flight evaluations from the unit OGV.

3.2.3.5. (Added) . Designate, if desired, a Stan/Eval Liaison Officer (SELO) at the OGV level to assist in Stan/Eval duties.

3.3.2.8. (Added) Maintain a record of all evaluations administered by assigned flight examiners. Record the following minimum information: Date of evaluation, flight examiner's name and rank, examinee's name and rank, type of evaluation, and qualification level. Each aircraft type will have a separate record. Maintain a two-year history. For AFRC, the records may be consolidated under paragraph 3.3.1.14 to satisfy this requirement.

3.3.2.9. (Added) Manage the squadron N/N evaluation program.

3.3.2.10. (Added) Conduct Review and Certification (R&C) Boards. AFRC and ANG units may conduct R&C board at group or wing level.

3.3.2.10.1. (Added) R&C Board - General. Commanders will ensure aircrew members achieve and maintain only the highest standards and professional qualifications required to execute the mission.

3.3.2.10.2. (Added) R&C Board – Requirements. Squadron or detachment commanders will convene aircrew R&C Boards. Organizational differences may limit AFRC and ANG units from full compliance with the requirements of this section. Follow the overall policy and intent, and list details in Chapter 9.

3.3.2.10.2.1. (Added) R&C Board certifies crewmembers have completed all training requirements and successfully completed all required flight evaluations. An R&C Board is required for initial upgrade or re-qualification to aircraft commander, all instructor upgrades, and all flight examiner upgrades. Other crewmembers need not meet an R&C Board and are formally qualified by signature of final approving officer on the AF Form 8 or certified by signature of certifying official on appropriate source documentation.

3.3.2.10.2.2. (Added) Review adequacy of training at 1-and 2-month points of an aircrew member's re-qualification progress or when crewmembers fail to meet established standards and are placed in training status (R&C Board required.)

3.3.2.10.2.3. (Added) Review all circumstances for possible downgrade when it is suspected an individual should no longer serve in the current crew position do to substandard performance. Commander directed downgrade procedures will be according this supplement. (R&C Board optional at commander discretion.)

3.3.2.10.2.4. (Added) To remove an individual from instructor/examiner status (without prejudice) when changes in duty position within the unit do not require/permit accomplishment of instructor/examiner duties: (R&C Board not required.)

3.3.2.10.2.4.1. (Added) Instructors: Document removal from instructor status with an AF Form 1381 entry with a supporting Memo for Record (MFR) if necessary to describe the event (See paragraph [A7.3.](#)) in the Flight Evaluation Folder (FEF). Retain the MFR if used.

3.3.2.10.2.4.2. (Added) Examiners: Document removal from flight examiner status on the aircrew member's AF Form 1381. The certifying official will annotate effective date of rescission and sign the AF Form 1381.

3.3.2.10.2.5. (Added) Units maintain a two-year history of all R&C board minutes.

NOTE: R&C Board Minutes are exempt from reporting requirements and licensing according to AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*

3.3.2.10.2.6. (Added) Pilots initially qualifying to aircraft commander, or re-qualifying to aircraft commander due to non-currency more than 12 months, will be certified at home station before serving "in command" unsupervised.

3.3.2.10.2.7. (Added) Crewmembers other than pilots may perform primary crew duties (unsupervised) before return to home station for R&C Board, if the initial or re-qualification evaluation is successfully completed and the flight examiner annotates one copy of the flight authorization with "initial or re-qualification complete, date, and signature" next to crew member's name. The flight examiner may then depart the crew. Normally, complete all administrative actions before flight in the new crew qualification.

3.3.2.10.2.8. (Added) R&C Board action is not required for: commanders and vice/deputy commanders at wing, group, and squadron level, NAF/CC, active duty advisors to AFRC and ANG units, flight examiners assigned to MAJCOM/DOV, NAF, and OG/OGV, and individuals who are re-qualifying or upgrading to a position in which they were current and qualified during the previous 12 months.

3.3.2.10.3. (Added) R&C Board - Procedures:

3.3.2.10.3.1. (Added) Conduct R&C Board at the squadron or detachment level (AFRC and ANG units may conduct R&C board at group or wing level). Wing and group review, certification, and interview procedures are at the discretion of the local commander.

3.3.2.10.3.2. (Added) R&C Board - Composition. Commanders should preside at all R&C Boards. AFRC Squadron/DO may preside in the commander's absence, and the commander will review R&C Board actions. Composition of R&C Board is at the discretion of the commander and should include representatives from training, safety, operations, and Stan/Eval.

3.3.2.10.3.3. (Added) The board president interviews aircrew members meeting the R&C Board for certification. Board members brief pertinent aspects of the unit's mission including special items of emphasis.

NOTE: Active duty units - Any wing or group review, certification, or interview process above the squadron or detachment is in addition to the squadron or detachment process. AF Form 8 for personnel (receiving local training and evaluation) or AF Form 1381 certification (if required) will be completed and signed (final approval block) by the squadron or detachment commander (board president).

3.3.2.10.4. (Added) R&C Board Actions - Aircrew Member Fails to Meet Standards:

3.3.2.10.4.1. (Added) R&C Board actions for aircrew members who fail to meet established standards in their aircrew position and are placed in a training status are as follows:

3.3.2.10.4.1.1. (Added) If the aircrew member has not re-qualified within one month (or first Unit Training Assembly [UTA] for AFRC units, whichever is greater) after the disqualifying event, the squadron and detachment R&C board should convene to determine the adequacy of training and successful progress while completing re-qualification requirements.

3.3.2.10.4.1.2. (Added) For individuals not re-qualified by the last day of the second month (AFRC and ANG third month IAW AFI 11-202 Volume 2), the squadron/detachment should convene a second R&C Board to determine appropriate action (e.g., recommend re-training/re-qualification, Flying Evaluation Board [FEB] according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*, airman re-classification, etc.). Any recommendation for additional training beyond the additional training due date (see AFI 11-202 Volume 2) must be approved by the individual's wing or group commander.

3.3.2.10.4.2. (Added) Before initiating FEB or airman reclassification action, the SQ/CC will counsel the crew member recommended for removal from flying status.

3.3.2.11. (Added) The unit to which the NAF/CC is assigned for flying purposes will ensure proper documentation is accomplished reflecting the NAF/CC's status.

3.3.3.4. (Added) Special mission qualifications for which the squadron has mission responsibility will be represented by a minimum of one flight examiner per applicable crew position. Squadron evaluators will be evaluated by the senior squadron evaluator or higher.

4.2.4. Complete an AF Form 1381 entry according to Attachment 6. Include remarks indicating flight examiner certification or de-certification, as appropriate. Report change of status during SEB.

4.2.5. Complete an AF Form 1381 entry according to Attachment 6. Include remarks indicating flight examiner certification or de-certification, as appropriate. Report change of status during SEB.

4.2.6.3. (Added) For AFRC and ANG units, one alternate flight examiner may be designated to administer flight evaluations in the absence of the senior flight examiner.

4.2.6.4. (Added) Associate AFRC units establish an OG Stan/Eval under the OG/CC or equivalent. The duties and responsibilities associated with active duty OG Stan/Eval apply except active duty Stan/Eval manage common areas for both active and associate wings, e.g., Flight Crew Information File (FCIF), Flight Crew Bulletin (FCB), and requisite examinations. This does not preclude the Associate OGV from managing Reserve-unique FCIFs or developing examinations to meet unit requirements.

4.2.6.5. (Added) All Air Technician/Active Guard Reserve (AT/AGR) and Air Reserve Technicians (ART) may be flight examiner qualified. ART personnel should occupy senior flight examiner positions. For all aircrew positions, when a non-technician fills a Stan/Eval Unit Manning Document (UMD) position, units may assign a technician in that crew position to the Stan/Eval division. In this case, the technician will assume the duties of the senior flight examiner for that crew position and may administer all evaluations.

4.2.6.6. (Added) AFRC OG flight examiners may evaluate aircrew counterparts in both their OG and host active duty OG.

4.2.6.7. (Added) Chief, OGV/DOV, may be a technician or a traditional reservist or guard member, at the OG/CC's discretion.

4.3.4. Unit-level flight examiners will only administer SPOT evaluations within their respective MDS and crew position unless directed by OG/CC.

4.3.6.1. (Added) The flight examiner normally does not assume the examinee's position for unsatisfactory performance. If warranted, the flight examiner may assume the duties of that crew member, if current and qualified. Advise the crew and assume full responsibility for the crew position for the rest of the mission leg. In the mobility system, evaluators will notify the mission execution authority immediately and coordinate follow-on action (replacement, if required). The evaluator should be prepared to continue follow-on missions if directed by the execution authority.

4.3.6.2. (Added) If in the examiner's judgment, the examinee can continue safely (under supervision) the flight examiner should not assume the examinee's duties.

4.3.6.3. (Added) Flight examiners performing in-flight duties and not qualified and current for the crew position in which unsatisfactory performance is observed (non-specialty) will inform the aircraft commander immediately.

4.3.7. When a flight examiner observes less than Qualification Level "Q-1" performance from any crewmember not being evaluated, the flight examiner will consult with appropriate qualified personnel and (through the Chief, OGV), will complete a follow-on recommendation for appropriate action to the unit commander (e.g., commander directed downgrade, follow-on N/N evaluation, additional training, etc.). The unit commander will determine the final course-of-action in accordance with "commander-directed downgrade" procedures.

4.3.9. Formal Training Units (FTU)/CCTS evaluators may evaluate AMC and AMC-gained aircrew members at formal schools or as augmentees to ASEVs.

4.3.9.1. (Added) Active duty and Reserve OG/OGV flight examiners may evaluate aircrew counterparts in both their OG and their Associate OG. Squadron or Detachment Flight examiners may give evaluations outside their unit, but will require examinee's squadron commander approval.

4.3.10. (Added) For en route evaluations, flight examiner pilots may, at their discretion, serve as an augmented crewmember during evaluations, but should not occupy a pilot seat for takeoff and landing.

5.2.1.4.4. (Added) The flight evaluator will determine the evaluatee's seat position (normally right seat) for the initial instructor pilot evaluation and will include a minimum of one approach and landing.

5.2.1.5. SPOT Evaluations. Examinee must receive notification before entering pre-mission or pre-departure crew rest. The unit's (90-day prior) ASEV notification message satisfies this requirement. Crewmem-

bers should not receive more than one SPOT evaluation per calendar year. **EXCEPTION:** As directed by the commander, or as directed by NAF/DOV to meet unit ASEV evaluation requirements.

5.2.2. QUAL (qualification) and MSN (mission) requirements may be combined or consolidated as one "composite" evaluation to balance limited flying-hour resources with evaluation requirements and unit mission tasking. Do not use the term "composite" in the flight phase of AF Form 8. When QUAL and MSN in-flight evaluations cannot be combined within the same calendar month, use a separate AF Form 8 with a separate expiration date or as specified in AFI 11-2MDS-Specific Volume 2.

5.2.3.3.1.1. (Added) N/N In-flight Evaluation Program. Each level of command (SQ/OG/NAF/AMC) will execute a N/N program. Develop the N/N program as an assessment tool for overall unit readiness and to provide indicators for appraisal and re-focusing unit training programs. OG and SQ levels will develop and publish a program to sample a combined minimum goal of 15% of available (qualified to perform aircrew duties) crewmembers (by crew position) annually.

5.2.3.3.1.2. (Added) Crewmembers will not receive more than one N/N evaluation per calendar year except as directed by their commander. This restriction does not affect HQ AMC or NAF evaluators conducting N/N evaluations in the mobility system or SPOT evaluations in conjunction with unit ASEV requirements. NAF level evaluators in the mobility system may conduct only one N/N evaluation per crewmember (maximum) per mission.

5.2.3.3.1.3. (Added) Avoid administering N/N evaluations within the eligibility period unless commander directed.

5.2.3.3.1.4. (Added) For mobility aircrews, as a minimum, all N/N evaluations will include items designated under "General" as defined in the appropriate aircrew member's chapter of the AFI 11-2MDS-Specific Volume 2. Evaluate other areas, as appropriate.

5.2.3.3.1.5. (Added) Evaluators will use items from the special interest program to target and assess specific areas during all N/N evaluations. Areas designated "special interest" are normally identified by higher headquarters or NAF message. OG and squadron may also designate areas. Squadron and OG will provide feedback on special interest areas through the SEB. Squadron, OG, and NAF will develop a process to inform evaluators on the requirements of the special interest program.

5.2.3.3.1.6. (Added) Detail the unit's N/N program (including N/N rate goal) in Chapter 9.

5.2.3.3.2. Before the start of a N/N evaluation and with the concurrence of the evaluator, the examinee may request that items accomplished during the evaluation be credited toward a periodic evaluation. Do not add on missions (flights) to complete the requirements for a periodic evaluation unless the group/squadron commander concurs with the aircrew member's desire to realign the evaluation expiration date and approves the additional flight time requirements.

5.2.4.1. Publications Check. Each aircrew member, while performing aircrew duties, is responsible for assigned publications according to the appropriate AFI 11-2MDS-Specific Volume 3, *MDS-Specific Operations Procedure*, Chapter 6, Publication Requirement.

NOTE: This publication check (by the evaluator) will not fulfill the annual publication check requirement according to AFI 11-215, AMC Supplement 1.

5.2.6.4. File memo for record in individual's FEF (Section 2). (**NOTE:** AF/XOO interim waiver applies, see paragraph [5.2.12.2.4](#) below)

5.2.8. Do not verbally evaluate takeoffs, approaches, landings, or cargo loads unless specified in the AFI 11-2MDS-Specific Volume 2.

5.2.12.2.1. Initial qualification examinees will not fly as a qualified crewmember until additional training is complete.

5.2.12.2.4. INTERIM WAIVER. AMC currently uses Section I of the FEF for all MFRs, but the Basic AFI requires unit examiners to file those MFR that directly relate to Forms 8 in Section II. In order to conform to AF/XO guidelines and minimize impact on AMC units, AF/XOO approved an interim waiver allowing phased compliance. Unit examiners will bring Flight Evaluation Folders into compliance during the next evaluation of each aircrew member.

Authority: HQ AF/XOO Memo, Dated 2 Apr 2002, Expiration: 30 Apr 2005

5.2.12.2.4.1. (Added) Instructors, flight examiners, or authorized Aircrew Training System (ATS) contractor instructor personnel administer additional training.

5.2.12.2.4.2. (Added) If additional training is not completed by due date, the aircrew member will fly in supervised status.

5.2.12.2.4.3. (Added) An instructor or flight examiner graded Q-2 on any evaluation will not perform instructor or examiner duties until the Q-2 is cleared. Flight examiners will clear instructor Q-2s. Flight examiner Q-2s should be cleared according to the pyramid evaluation system.

5.2.13.2. Mission evaluations graded overall Q-3 will result in non-mission ready status in that mission only.

5.2.13.2.1. (Added) (AFRC) Downgrade to lower crew duty position. In those cases where failure of a flight evaluation results in downgrading to a lower crew duty qualification (that is, instructor pilot to aircraft commander, aircraft commander to first pilot, etc.), these individuals may perform duty in the lower position without supervision provided that this action was recommended by the flight evaluator and properly annotated on the AF Form 8. Such individuals may not perform duty in crew duty positions from which they were downgraded until successful reaccomplishment of the examination/flight evaluation.

5.2.13.3.1. Qualification Evaluation. AECMs who Q-3 in one qualification aircraft will fly in supervised status in all aircraft until recheck in that aircraft is complete.

5.2.13.3.2. Only applies to the specific Q-3 mission.

5.2.13.3.3. Re-evaluation may be administered in the aircraft, verbally, or in an Aircrew Training Device (ATD) at the examiner's discretion.

5.2.13.3.4. (Added) (AFRC) Squadron commanders review the records of aircrew members who fail a flight evaluation. Document the commander's review in the individual's FEF. Squadron commander's signature in Section III of the AF Form 8 satisfies this requirement.

5.2.13.3.4.1. (Added) AGR, ART, and AFRC aircrew members are disqualified or removed from aviation service when they indicate a repetitive pattern of failure and/or marginal performance according to AFI 11-402, as supplemented, and reassigned to a non-flying position or removed under the provisions of AFI 36-704.

5.2.13.3.4.2. (Added) Civilian aircrew members are notified according to AFI 36-1001 when they fail to pass a qualification examination or flight evaluation. They may be removed from aviation service and

reassigned to a non-flying position, or removed under the provisions of AFI 36-704 when they indicate a repetitive pattern of failure and/or marginal performance.

5.2.15. Individuals failing to complete a required evaluation by the expiration date are on unqualified status until complete; AFI 11-202, Volume 2, “Out-of-the-Eligibility Period” and “Failure to Pass a Flight Evaluation for Multiple Qualified Aircrew Members” requirements apply.

5.2.16.1. HQ AMC/DO is approval authority according to AFI 11-202 Volume 1. Forward request through channels (Sq/CC, OG/CC, NAF/DO, etc.). For AFRC, HQ AFRC/DO is approval authority. Refer to AFI 11-202 Vol 1 AFRC Sup 1 for procedures to request multiple qualification.

5.2.16.1.1. (Added) Approval authority for Senior Staff (O-6 and above) at Group, Wing, or NAF is AMC/DO. AMC/DOV is delegated approval authority, when appropriate. **EXCEPTION:** 15 AF and 21 AF Flight Nurse (FN) and Aeromedical Evacuation Technician (AET) examiners may maintain multiple qualifications in the C-9, C-17, C-130, and C-141. For ANG, approval authority is ANG/DOOM. For AFRC, AFRC policy is contained in 202 Vol 1 AFRC Sup 1.

5.2.16.1.2. (Added) Approved crewmembers completing multiple qualification see the appropriate AFI 11-2MDS-Specific Volume 1 for training requirements. Complete certification or evaluation according to the appropriate AFI 11-2MDS-Specific Volume 2. If an evaluation is not required (training and certification only), make an entry in the individual’s FEF on AF Form 1381.

6.4.2.3. (Added) Unless otherwise specified in the appropriate AFI 11-2MDS-Specific Volume 2, individuals qualified as crewmembers in more than one MDS aircraft must complete open and closed book exam for each aircraft.

6.4.5.1.1. (Added) If not specified in the appropriate AFI 11-2MDS-Specific Volume 2, Open book exam will be derived from the Secure Question Bank (SQB) for each crew position of each MDS. The OG/OGV will create and manage the Open book examination process. Open book questions will be drawn from appropriate information contained in FCIF Volumes I, II, III, and IV.

6.4.5.1.1.1. (Added) Crewmembers qualified to conduct ground taxi operations will be tested on their knowledge of marshaling signals IAW AFI 11-218, *Aircraft Operations and Movement on the Ground*. Units may administer a ground marshaling examination as part of the open book examination.

6.4.5.1.2. (Added) A portion of each open book exam will include questions pertaining to each mission qualification of the individual being tested. Include airdrop, AR, SOLL II, PNAF, cargo, instructor (scenario type), etc., as required.

6.4.5.2.1. If not specified in the appropriate AFI 11-2MDS-Specific Volume 2, mobility forces complete their closed book examination using a minimum of 20 questions from the MQF. When developing a closed book examination from the MQF, the unit should select questions to sample aircrew knowledge areas or correct potential trends.

6.4.5.2.1.1. 15 AF and 21 AF are designated OPR for the development and management of mobility aircraft MQF. Each NAF will coordinate, build, maintain and distribute one common MQF for each crew position of each MDS. The MQF will contain at least 100 questions with periodic updates, as necessary. A comprehensive MQF is encouraged. MQF questions will be derived from the basic aircraft flight manual, performance manual, other applicable technical orders, and the AFI 11-2MDS-Specific Volume 3. MQF questions for AECMs will be derived from publications on HQ AMC/DOV website:

<https://www.amc.af.mil/do/dov/dov.htm>. The MQF will be reviewed periodically, annually as a minimum, for changes. NAFs may delegate a portion or all of MQF development and maintenance require-

ments to specific active duty, ANG, or AFRC units; or a designated civilian contractor providing this service. NAFs will maintain active supervision of MQF contents.

6.4.5.2.1.2. Each NAF will provide copies of the MQFs to other MAJCOM-users upon request (use www-based distribution process). The OG will distribute the MQF to all unit aircrew members.

6.4.5.2.1.2.2. OG Stan/Eval will forward corrections to appropriate NAF.

6.4.5.2.2. May be included in the SQB.

6.4.5.3. Exam requirements follow open book format and the exam is normally generated at the unit level. IRC program and Instrument Examination questions are available on Air Force Flight Standardization Agency (AFFSA) website, IRC Page: <http://www.andrews.af.mil/tenants/affsa/AFFSAXO.htm>.

6.4.5.3.1. (Added) All pilots and navigators (with flight instruments) should complete an instrument examination in the same period as their open and closed book exams.

6.4.5.3.2. (Added) The instrument examination may be completed outside the eligibility period, but will not exceed the crewmember's qualification expiration date (one exam per qual cycle).

6.4.5.3.3. (Added) Euro-NATO Jet Pilot Training (ENJPT) instrument examinations remain valid concurrent with the individual's initial qualification instrument evaluation. IRC or equivalent courseware may satisfy this requirement. Units will determine an internal process for managing ENJPT instrument examination dates and scores. Incorporate the scores on the individual's first initial qualification AF Form 8.

6.4.6.1. Examinations will consist of one question concerning each Bold Face/Critical Action Emergency Procedure applicable to an individual's specialty. Individuals qualified as crew members in more than one MDS aircraft must complete a Bold Face exam for each aircraft.

6.4.6.2. AMC policy is that Bold Face will be written as depicted in the flight manual (dash 1) aircrew checklists, to include the correct crew positions for the prescribed action. Unit commanders will ensure that crews are trained to this standard; however, we do not intend for examiners to quibble over punctuation or minor misspellings.

6.4.7.1. An initial qualification or requalification student who fails an Aircrew Training System (ATS) examination while attending FTU/CCTS training will retake the ATS exam and complete the appropriate open and closed book examinations before flight evaluations.

6.4.7.5. (Added) (AFRC) Squadron commanders review flying records of aircrew members who fail to take or pass a written standardization examination. Document this review describing the circumstances/actions to be taken and keep on file in the unit standardization/training section until corrective action is completed. R&C Board action will fulfill this requirement.

6.4.7.5.1. (Added) AGR, ART, and AFRC aircrew members are:

6.4.7.5.1.1. (Added) Notified in writing of unsatisfactory performance when they fail to pass a written examination. Notification includes the training program to be pursued to restore the individual's qualification.

6.4.7.5.1.2. (Added) Disqualified or removed from aviation service when they indicate a repetitive pattern of failure and/or marginal performance according to AFI 11-402, as supplemented, and reassigned to a non-flying position or removed under the provisions of AFI 36-704.

6.4.7.5.2. (Added) Civilian aircrew members are:

6.4.7.5.2.1. (Added) Notified according to AFI 36-1001 when they fail to pass a qualification examination or flight evaluation.

6.4.7.5.2.2. (Added) Removed from aviation service and reassigned to a non-flying position, or removed under the provisions of AFI 36-704 when they indicate a repetitive pattern of failure and/or marginal performance.

6.5. Ground N/N Exam. Unit's Periodic Examination program may be combined with unit N/N program. Include program details in unit's chapter 9.

6.5.1. (Added) An AF Form 8 will not be generated simply for a failed periodic examination.

7.3.4.3.2. Enter the highest qualification reflecting the intention of the evaluation (e.g., IP, MP, MN, MF, MB, IH, IAM, etc.)

NOTE: Before a crewmember is officially designated "mission-ready", several add-on requirements are normally accomplished after in-flight evaluation (e.g., KC-10 phase II, En route, SIOP certification, etc.) The add-on requirement should not impact the intention of the evaluation (highest crew position entry). If a restriction is necessary, clarify in the examiner's remarks.

7.3.4.4.5. (Added) Enter N/A for all evaluations given within an eligibility period, but not intended to satisfy a recurring requirement (e.g. SPOT, N/N SPOT, etc.)

7.3.5.8.3.1. (Added) Examiner's Remarks, Section A, Mission Description must include (as appropriate):

7.3.5.8.3.1.1. (Added) Specific mission evaluation performed (i.e., airdrop, ARP, PNAF, etc.).

7.3.5.8.3.1.2. (Added) Evaluations scheduled over more than one day will show inclusive dates.

7.3.5.8.3.1.3. (Added) Identify a commander-directed evaluation.

7.3.5.8.3.1.4. (Added) Show that two or more flight examiners were required for an evaluation (include the other flight examiner's name, grade, organization, and signature after their comments.)

7.3.5.8.3.1.5. (Added) Identify any area verbally evaluated.

7.3.5.8.3.1.6. (Added) List supervisory attendance.

7.3.5.8.3.1.7. (Added) Annotate reason for recheck or re-qualification.

7.3.5.8.3.1.8. (Added) Identify any requirements remaining to complete a required evaluation.

7.3.5.8.3.1.9. (Added) List qualification comments according to AFI 11-2MDS-Specific Volume 2.

7.3.5.8.3.2. (Added) Examiner's Remarks, Section C: Recommended Additional Training, must include (as appropriate):

7.3.5.8.3.2.1. (Added) Show any special requirement for re-evaluation.

7.3.5.8.3.2.2. (Added) Instructor/Evaluator completing training will document completion. Include name, rank, organization, and signature.

7.3.6.2.1. The final approving officer is the Sq/Det CC, OG/CC, Wing/CC, NAF/DO, or appropriate HQ AMC Division Chief based on where the examinee is assigned/attached. The final approving officer for the Wing/CC is the OG/CC. The reviewing officer is a senior flight examiner designated by the final approving officer. The final approving officer will be on active flying status (except for HQ AMC and AES). Additional reviews may be made as appropriate. Show additional reviews in the comments section

of the AF Form 8. If crewmember certification board action is required, the final approving officer is the board president. AFRC and ANG unit AF Forms 8 will be reviewed and approved as directed by the wing/group commander. AFRC Wing/CC certification, when required by AFI 11-202V1, AFRC Sup 1 may be documented by the Wing/CC's signature as Final Approving Officer, in the Comments section, or on AF Form 1381 in the FEF. For HQ AMC/SGX AECMs, the deputy command surgeon is the final approving officer.

7.3.9.3.3. Additional reviews are at the discretion of the unit commander.

7.4.1.6. (Added) For mission evaluations, in parentheses, enter an abbreviation of the mission evaluation received in the "Type Evaluation" column, e.g., MSN (Airdrop) or MSN (Cargo), etc., (if applicable.)

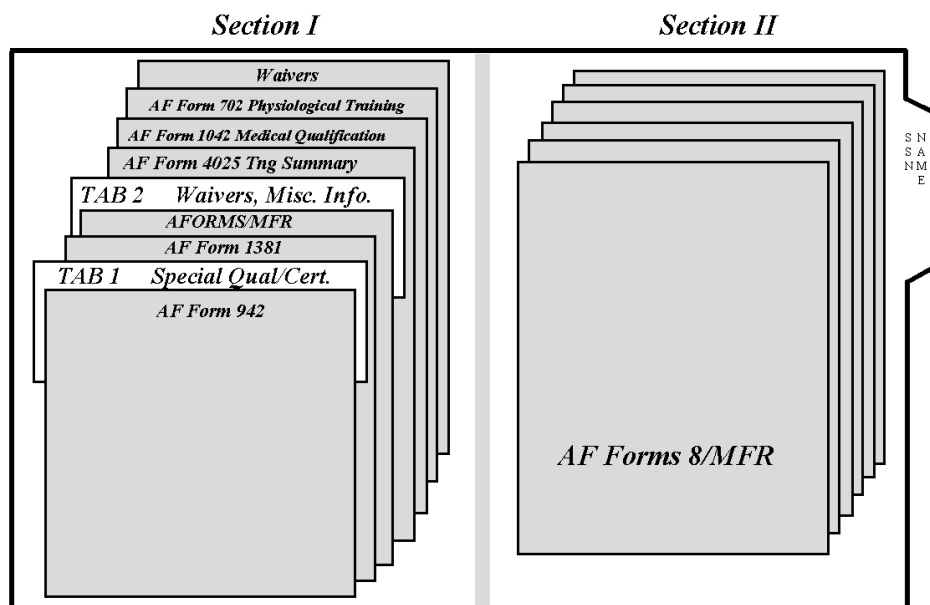
7.5.2.1. See **Figure 7.1. (Added)**. Under the AF Form 942, maintain the following tabs, as required. Use AMC Form 457, **Flight Evaluation Folder Tabs**. Units must establish procedures for maintaining the FEF or individual's flight record (e.g., AF Form 1042) in Chapter 9.

7.5.2.1.4. (Added) TAB 1--Special Mission Certifications. The AF Form 1381, **USAF Certificate of Aircrew Training**, is the basic source document to provide a current history of each individual's flying certifications according to AFI 11-202, Volume 1. See **(Added)**. (AMC) Attachment 6 for completing AF Form 1381. Include all certifications not annotated on AF Form 8 (i.e., formation lead, SIOP certification, flight examiner, initial cadre, nuclear, and tactical certifications, etc.)

7.5.2.1.5. (Added) TAB 2--Training Summary, Waivers, and Miscellaneous Information. Under AF Form 4025, **Summary/Closeout Training Accomplishment Report**, file waivers in chronological order with the most recent on top. Maintain waivers in excess of two years for the effective period of the waiver. File miscellaneous information (i.e., AF Form 1042 and AF Form 702, etc.) in Tab 2.

7.5.2.2. Units may insert an appropriate cover sheet to identify AF Forms 8 previously reviewed by MAJ-COM or NAF level ASEV team.

Figure 7.1. (Added) FEF Format.



8.1. Information published in the FCIF is approved and signed by OG/OGV or designated representative. The files will be readily accessible to the flight crew.

8.1.1. The unit will develop and maintain a hard-copy FCIF Library. At unit's discretion, the FCIF library may be duplicated electronically and made available via internet www sites or electronic mail distribution.

8.1.2. FCIF Volume 1, Part A will be the table of contents of the FCIF library and index of outstanding FCIF message traffic.

8.1.3.2. Volume I organizes short-notice aircrew operational information into a four-part FCIF system. FCIFs must be clear, concise, short and include a specific duration. Use sectional dividers or separate binders, as required to present the information in Parts A-D. Units develop an FCIF Volume 1 process to ensure aircrews review and acknowledge receipt of the appropriate information.

8.1.3.2.1. (Added) OG/OGV use the AMC Form 446, **Flight Crew Information File**, to transfer, edit, and highlight new or revised material in volumes I through V, as well as higher HQ directed messages, guidance concerning safety, operations, etc. Do not delay posting FCIF Volume 1, Part B items for editing. OG/OGV will determine when materials will be removed from the FCIF. Maintain information as directed or until the information is incorporated in Part C (FCB) or appropriate aircrew directives.

8.1.3.2.2. (Added) Part A: FCIF Index . Administrative tool summarizing outstanding FCIF message and contents of the FCIF Library. The wing or group Stan/Eval office completes the FCIF index in January for each subordinate unit. Type the preparation date in the upper right-hand corner of the index. List all FCIFs that meet criteria for Volume I in the index. Publications included in the FCIF by subordinate units are added to the FCIF index by the unit. Wing publications not required in a subordinate unit's FCIF will be lined out on the subordinate unit's copy of the FCIF index.

8.1.3.2.3. (Added) Part B: Current Read File . FCIF information identified by the originator or local commanders (as required) that crewmembers must review before flight. Includes publication notices, advisories, and general (operational type) information. Crewmembers will initial the AMC Form 396, **FCIF Currency Record**, to document review of required FCIF items before the mission or flight.

8.1.3.2.3.1. (Added) HQ AMC is lead command for mobility and tanker aircraft. HQ AMC/DOV maintains Address Information Group (AIG) or Defense Messaging System (DMS) distribution lists. FCIF-type information will be coordinated (within time constraints) with user-command staffs. FCIF messages will have specific duration and MAJCOM applicability.

8.1.3.2.4. (Added) Part C: Flight Crew Bulletin (FCB) . OG/OGV manages the FCB process to ensure vital information, not otherwise available to aircrews, is published and updated. The FCB provides aircrews with FCIF information as a general knowledge reference tool and ensures current information is available to aircrews away from home station. Review, publish, and consolidate FCBs quarterly beginning January of each year. Use HQ AMC/DOV website (<https://www.amc.af.mil/do/dov/FCIFS.HTM>) listing current or rescinded FCIF messages. As a minimum, the FCB should contain all outstanding (exceeding the unit's quarterly review) FCIFs. Active duty host units will coordinate FCBs with their reserve associate units. Host unit active duty FCBs are applicable to their reserve associate squadrons. Also see FCB requirements in the appropriate AFI 11-2MDS-Specific Volume 3, Chapter 6.

8.1.3.2.4.1. (Added) Distribute FCBs as follows: Copy to interested staff agencies, subordinate units and other units or personnel, as required. Include the latest copy in the FCIF. Include one copy in each unit

mission kit. Units determine internal requirements (i.e. copy to all aircraft commanders, instructors, etc.). One electronic copy to NAF/DOV and appropriate AFRC NAF/DOV (4AF or 22AF).

8.1.3.2.4.2. (Added) Publish FCBs in the format shown in **Table 8.1. (Added)**, **Table 8.2. (Added)**., and **Table 8.3. (Added)** The FCB is signed by the chief, OGV and approved by the OG/CC (or equivalent) and (if applicable) reserve associate OG/CC (or equivalent). A consolidated subject index may be used instead of the index shown in **Figure 7.1. (Added)** All items in the FCB cite the authority for inclusion, for example: Authority: HQ AMC/DOV 092230ZAP019 message FCIF #01-04-11.

Table 8.1. (Added) Flight Crew Bulletin Cover Letter (Example).

Unit Letterhead	
MEMORANDUM FORXX OG/CC	1 Dec 2001
FLIGHT CREWMEMBERS	
IN TURN	
FROM: XXX/OGV	
SUBJECT: Flight Crew Bulletin (FCB) Update--Oct - Dec 2001	
1. The FCB is published quarterly beginning January of each year. The update (Attachment 1) consolidates all current FCIF items from the last quarter. Aircrews refer to the latest FCB during local and overseas missions. POC is Maj XXXX, ext. 6-XXXX	
RECOMMENDATION: Approve FCB update for the quarter.	
JOHN M. DOE, Lt Col, USAF Chief, Aircrew Stan/Eval	
Attachment: FCB - Oct - Dec 2000	
1st Ind, XXOG/CC	2 Dec 2001
APPROVAL YES / NO	
JIM X. MURRAY, Col, USAF Commander, XX Operations Group	

Table 8.2. (Added) Flight Crew Bulletin Index (Example).

		1 Dec 2001
Flight Crew Bulletin (FCB) Oct - Dec 2001		
INDEX		
	FCIF ID# (Paragraph or Page, as required)	Subject
	1	Flying Safety Meeting Minutes
	2	Army Communication Trailer

Table 8.3. (Added) Flight Crew Bulletin (Example).

Crew Position	ID #	Subject: Supporting Text
Aircraft		
ALL	1.	Flying Safety Meeting Minutes: Aircrew members who do not attend a monthly safety meeting must read their squadron's safety meeting minutes for that month. (436 AW/SE)
PILOTS	2.	<u>Army Communication Trailer:</u> The Army Communications 30,860 lbs., 560 inches long, 96 inches wide and 106 Trailer (V398/MSA-34) FSN 2330-00-157-3135, total weight inches high, was recently test loaded aboard a C-141 aircraft in conjunction with its airlift. Because of the trailer's critical dimensions, any future loading/airlift on a C-141 will not be attempted. All requests for loading shall be referred to HQ AMC/DOV for action. AUTHORITY: HQ AMC/DOV 052230Z Jan 00 message FCIF# 00-01-03)
LMS		
C-141		

8.1.3.2.5. (Added) Part D: Theater Indoctrination Folders. Define Theater Indoctrination Program in FCIF Volume 1, Part D. Develop folders for four geographic areas: 1. Asia, Pacific, Australia, and Indian Ocean. 2. Africa and Middle East. 3. Europe, Baltic, and Russia. 4. Caribbean, Central and South America. Units may elect to consolidate common Theater Information (e.g., deployment checklist in a fifth folder titled: General Deployment Information. Tailor contents of the folders to the unit's mission. As a minimum, include Mission/Deployment Checklists, Airspace/Airfield Review, Theater Instrument Procedures, Organized Track System, Communication/Emergency Procedures, Border Clearance, Flight Planning, Special Military Operations, and other requirements, as necessary. (Optional for AFRC and ANG units.)

8.1.3.3.1. (Added) Volume II . Contains Air Force/Joint/DOD/JCS directives and AMC supplements. As a minimum, include publications listed in **Table 8.4. (Added)** and appropriate AMC Supplements. It should include directives listed in AFI 11-2MDS-Specific Volumes 1, 2, and 3, and others as determined by the OG/CC in support of the unit's missions.

Table 8.4. (Added) FCIF Volume II Requirements.

AFPD 10-1	<i>Mission Directives</i>
AFPD 10-9	<i>Lead Operating Command Weapon Systems Management</i>
AFPD 10-21	<i>Air Mobility Lead Command Roles and Responsibilities</i>
AFI 10-403	<i>Deployment Planning</i>
AFPD 11-2	<i>Aircraft Rules and Procedures</i>
AFPD 11-4	<i>Aviation Service</i>
AFPD 24-4	<i>Customs and Border Clearance</i>
AFPD 41-3	<i>Worldwide Aeromedical Evacuation (NOTE 6)</i>
AFMAN 10-206	<i>Operational Reporting</i>
AFI 11-2MDS-Specific, Volume 1	<i>Aircrew Training</i>
AFI 11-2MDS-Specific, Volume 2	<i>Aircrew Evaluation Criteria</i>
AFI 11-2MDS-Specific, Volume 3	<i>Operations Procedures</i>
AFI 11-202, Volume 1	<i>Aircrew Training</i>
AFI 11-202, Volume 2	<i>Aircrew Standardization/Evaluation Program</i>
AFI 11-202, Volume 3	<i>General Flight Rules</i>
AFH 11-203	<i>Weather for Aircrews (NOTE 1)</i>
AFI 11-205	<i>Aircraft Cockpit and Formation Flight Signals (NOTE 1)</i>
AFI 11-207	<i>Flight Delivery of Fighter Aircraft (NOTE 1 and NOTE 3)</i>
AFI 11-209	<i>Air Force Participation in Aerial Events (NOTE 1)</i>
AFI 11-215	<i>Flight Manuals Program (FMP)</i>
AFMAN 11-217, Volumes 1 & 2	<i>Instrument Flight Procedures (NOTE 1)</i>
AFI 11-218	<i>Aircraft Operations and Movement on the Ground</i>
AFI 11-221	<i>Air Refueling Management (KC-10 and KC-135) (NOTE 1 and NOTE 3)</i>
AFI 11-222	<i>Tanker Activity Report (NOTE 1 and NOTE 3)</i>
AF111-230	<i>Instrument Procedures (NOTE 1)</i>
AFI 11-231	<i>Computed Air Release Point Procedures (NOTE 1 and NOTE 4)</i>
AFI 11-289	<i>Phoenix Banner, Silver, and Copper Operations (NOTE 1)</i>
AFI 11-290	<i>Cockpit & Crew Resource Management Program</i>

AFI 11-301	<i>Aircrew Life Support (ALS) Program</i>
AFI 11-401	<i>Flight Management</i>
AFI 13-207	<i>Preventing and Resisting Aircraft Piracy (Hijacking)</i>
AFI 13-217	<i>Assault Zone Procedures (NOTE 1, NOTE 4, and NOTE 5)</i>
AFI 13-401	<i>Information Security Program Management</i>
AFI 21-101	<i>Maintenance Management of Aircraft (NOTE 1)</i>
AFI 24-201	<i>Cargo Movement (NOTE 1)</i>
AFJMAN 24-204	<i>Preparing Hazardous Materials For Military Air Shipments</i>
AFJI 24-210	<i>Packaging of Hazardous Materials (NOTE 1)</i>
AFI 24-401	<i>Customs—Europe</i>
AFI 24-402	<i>Customs—Pacific</i>
AFI 24-403	<i>Customs—Southern</i>
AFI 24-404	<i>Customs—Domestic</i>
AFI 24-405	<i>Department of Defense Foreign Clearance Guide</i>
AFI 31-101, Volume 1	<i>Air Force Physical Security Program</i>
AFJI 31-102	<i>Physical Security</i>
AFI 31-207	<i>Arming and Use of Force by Air Force Personnel</i>
AFI 31-210	<i>Air Force Antiterrorism (AT) Program</i>
AFI 41-301	<i>Worldwide AE System (NOTE 6)</i>
AFI 41-302	<i>Aeromedical Operations and Management (NOTE 6)</i>
AFI 41-309	<i>Aeromedical Equipment Standards (NOTE 6)</i>
AFI 91-202	<i>The US Air Force Mishap Prevention Program</i>
AF DIR 41-317	<i>Compendium of Aeromedical Terminology (NOTE 6)</i>
AFOSH Standard 91-100	<i>Aircraft Flight Line-Ground Operations and Activities</i>
ATP-56A	<i>NATO Air to Air Refueling document (NOTE 1 and NOTE 2)</i>

NOTES:

NOTE 1: Items do not apply to AECM.

NOTE 2: Available at WWW site: <http://www.raf.mod.uk/aar/index.html>.

NOTE 3: Tanker (KC-135 and KC-10) units.

NOTE 4: Airdrop (C-5, C-17, C-141, and C-130) units.

NOTE 5: C-130 units.

NOTE 6: AECM only.

8.1.3.3.2. (Added) Volume III . Contains AMC and local directives. As a minimum, include publications in **Table 8.5. (Added)**, publications in Attachment 1 of the appropriate AFI 11-2MDS-Specific Volume 1, 2, and 3, and other publications regarding Flight Planning, Training, PAX/Cargo Handling, Refueling, Ground Servicing, Safety, Security, MEL/MESL (if not included in T.O. or AFI), PNAF, etc. The requirement of Volume III is determined by the OG/CC in support of the unit's missions.

8.1.3.3.3. (Added) Volume IV . Include assigned MDS Flight Manuals, Checklists, Air Refueling, Performance, Weight and Balance and other technical orders.

Table 8.5. (Added) FCIF Volume III Requirements.

AMCI 10-202, Volume 1	<i>AMC Command and Control Operations</i>
AMCI 10-202, Volume 2	<i>AMC Command and Control (C2) Responsibilities and Procedures</i>
AMCI 10-202, Volume 6	<i>Mission Reliability Reporting System (MRRS)</i>
AMCPAM 10-210	<i>Stage Crew Management</i>
AMCI 11-206	<i>Mobility Force Management</i>
AMCI 11-207	<i>AMC Tactics Program (NOTE 1)</i>
AMCI 11-208	<i>Tanker/Airlift Operations</i>
AMCI 11-301	<i>Aircrew Life Support (ALS) Program</i>
AMCI 21-101	<i>Maintenance Management Policy (NOTE 1)</i>
AMCI 21-117	<i>Flying Crew Chief Program (NOTE 1)</i>
AMCPAM 31-1	<i>Air Mobility Command Arming Policy</i>
AMCI 31-104	<i>PHOENIX RAVEN Program (NOTE 1)</i>
AMCSP 164-50, Volumes 1, 3, 4	<i>Aeromedical Evacuation Training Standards (NOTE 2)</i>
AMCR 164-1	<i>Worldwide Aeromedical Evacuation (NOTE 2)</i>
	<i>AMC Border Clearance Guide</i>

NOTES:

NOTE 1: Items do not apply to AECM.

NOTE 2: AECM only.

8.1.3.3.4. (Added) Units should prepare to support deployed forces with appropriate FCIF information. Units develop a deployment plan to successfully transfer or build a duplicate process to successfully (timely) provide FCIF information to aircrews supporting deployed operational missions (i.e., Business Effort, Staging, Red Flag/Maple Flag, etc.) Units must advise aircrews they may receive FCIF message traffic updates from enroute C2 when away from home station.

8.2.2.1. (Added) AMC Form 396, **FCIF Currency Record** Use AMC Form 396 to document aircrew member review of applicable FCIF information (AMC Form 446). The unit aircrew Stan/Eval office will

prepare an AF Form 396, for each assigned and attached aircrew member. At the beginning of each year add the new year before first FCIF entry. Update AF Form 396 if new material has been added since last review. Crewmembers enter the index number for the last item, initial, and date the AMC Form 396. See FCIF requirements in the appropriate AFI 11-2MDS-Specific Volume 3, Chapter 6.

8.2.2.1.1. (Added) Aircraft commanders will initial the AMC Form 396 prior to each flight signifying go-no-go.

8.2.2.2. (Added) Aircraft commander (or designated representative) will brief Additional Crew Members (ACM) according to AMCI 11-208, *Tanker/Airlift Operations*, on applicable FCIF and airfield threat and security items before flight.

9.1. Unit Supplement. This supplement will be distributed to MAJCOM/NAF OPRs, as applicable. This supplement should not duplicate and will not be less restrictive than the provisions of this or any other publication without prior authorization from the appropriate MAJCOM/NAF OPR. Specific items should include, but not be limited to, the following:

9.2. (Added) Purpose.

9.3. (Added) Applicability.

9.4. (Added) Stan/Eval organization/manning.

9.4.1. (Added) Flight examiner upgrade program.

9.5. (Added) Control of evaluations.

9.5.1. (Added) Additional training follow-up.

9.5.2. (Added) N/N evaluation program and goals.

9.6. (Added) Trends.

9.7. (Added) Stan/Eval Board.

9.8. (Added) Unit testing program.

9.8.1. (Added) Open book question sources.

9.8.2. (Added) Closed book questions sources, for other than MQF (if applicable).

9.8.3. (Added) Periodic testing program.

9.9. (Added) Supplementary evaluation program.

9.10. (Added) Aircrew flight manuals program.

9.10.1. (Added) Control and distribution.

9.10.2. (Added) AF Form 847 program.

9.10.3. (Added) Annual review.

9.11. (Added) Squadron/Detachment/Flight Program: (Single-squadron units may include the following items where appropriate in paragraphs **9.1.** through **9.10. (Added)**)

9.11.1. (Added) Flight Evaluation Folders.

9.11.2. (Added) FCIF.

9.11.3. (Added) Go/No-go procedures.

9.11.4. (Added) Completion/documentation of flight evaluation requisites.

9.11.5. (Added) AF Form 8 routing and filing to include reviewing and approving officials.

10.1. Forms Prescribed . AMC Form 446, **Flight Crew Information File**, AMC Form 396, **FCIF Currency Record**, AMC Form 457, **Flight Evaluation Folder Tabs**.

References (Added)

AFPD 10-21, *Air Mobility Lead Command Roles And Responsibilities*

FI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*

AFI 11-218, *Aircraft Operation And Movement On The Ground*

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFI 33-360, Volume 1, *Publication Management Program*

AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

HQ OI 36-2803, *Support for Higher Headquarters Gatekeeper Program*

Abbreviations and Acronyms (Added)

ACM—Additional Crew Member

ASEV—Aircrew Stan/Eval Visit

ATS—Aircrew Training System

ENJPT—Euro-NATO Jet Pilot Training

IAW—In Accordance With

JA/ATT—Joint Airborne/Air Transportability Training

MAF—Mobility Air Force

N/N—No-Notice

SIOP—Single Integrated Operational Plan

UE—Unit Equipped

Terms (Added)

Flight Crew Bulletin (FCB) —Vital operational information held for an extended time in volume I of the FCIF.

Flight Examiner—EXCEPTION: NAF/CCs, HQ AMC/DOV, and NAF/DOV examiners need not be current or qualified to give a SPOT or N/N SPOT Eval in aircraft other than their primary.

Higher Headquarters —Numbered Air Forces and above.

Prime Nuclear Airlift Force (PNAF) —Nuclear airlift qualified aircrews assigned to accomplish peacetime nuclear airlift missions.

Pyramid Evaluation Program —AMC and AMC-gained AFRC and ANG units will use the pyramid evaluation process. HQ AMC/DOV is the top of the pyramid. Active duty NAF/DOV executes the pyramid evaluation program and manages waiver authority. One individual crewmember per crew position at each level of Stan/Eval (including squadron or detachment) will be designated as the senior flight examiner for pyramid evaluation purposes.

Review and Certification Board (R&C) —A board convened by the commander to certify aircrew members after upgrades, review adequacy of training, and consider administrative downgrade actions for cause.

Stan/Eval Board (SEB) —A unit board normally convened on a quarterly basis (calendar year cycle) to provide a forum for review and resolution of aircrew standardization, evaluation, and qualification issues and provide feedback to the appropriate NAF on aircrew trend information, N/N accomplishment rates, and special interest item findings.

Unit —Usually used to mean operations group in this supplement.

Attachment 7 (Added)**INSTRUCTIONS FOR AF FORM 1381**

A7.1. The AF Form 1381, **USAF Certificate of Aircrew Training**, is the primary source document for listing aircrew certifications.

A7.1.1. Maintain the AF Form 1381 in the FEF, Section I, directly below Tab 1.

A7.1.2. Typical source directives that may require an aircrew certification with AF Form 1381 entry: AFI 11-202 Volume 2 /AMC1, *Aircrew Standardization/Evaluation Program*, AFI 11-2MDS-Specific Volume 1, *Aircrew Training*, and AFI 11-2MDS-Specific Volume 3, *MDS-Specific Operations Procedures*, CONOPS, HHQ messages, and local unit guidance, etc.

A7.1.3. Document initial certifications on AF Form 1381. Document recurring certifications on AF Form 1381 only if not tracked by AFORMS. Do not use AF Form 1381 to document one-time training/new equipment unless directed by HHQ.

A7.1.3.1. Certification. The process of being certified for a specific event, MDS, position, or piece of equipment. Typically, certification requires satisfactorily completion of a course of study, demonstrated flight performance (if required), appropriate documentation, and the signature of the designated certifying official.

A7.1.3.2. Approving/Certifying Official. The person authorized by governing directives to approve or certify an aircrew member for a specific position or event. If the approving/certifying official is not specified by governing directives, then the unit will designate an appropriate official in writing, and detail the process in the unit supplement to this volume.

A7.1.3.3. If a certification is given with restrictions, state the restrictions on the AF Form 1381. Use additional lines on the AF Form 1381, as necessary.

A7.1.4. When a certification is rescinded, create an additional entry on the AF Form 1381 to reflect the effective date of rescission. If the rescission is for cause, state “for cause” on the AF Form 1381.

A7.2. Units may make pen and ink entries for minor corrections to the AF Form 1381 and applicable source documents. For significant corrections, which alter the certification’s intent, make a new AF Form 1381 entry.

A7.2.1. Units may use a computer-generated AF Form 1381 to make new entries or corrections as long as cumulative entries are maintained.

A7.2.1.1. A computer-generated AF Form 1381 must be signed by the most recent approving/certifying official. Indicate “signed” above the signature block for previous entries, and remove any documentation (other than special circumstances, see Paragraph [A7.3.](#)) for those entries.

A7.2.1.1.1. A signature by the most recent approving/certifying official on a computer-generated AF Form 1381 certifies:

A7.2.1.1.1.1. New or rescinded certification.

A7.2.1.1.1.2. All cumulative entries were maintained, that they were signed, or had proper documentation, or were carried forward from a previously signed computer-generated AF Form 1381.

A7.3. When unusual circumstances require additional information for an AF Form 1381 entry, use additional lines as necessary or add the statement, "(See MFR)"; add an MFR behind the AF Form 1381 in reverse chronological order with the most recent on top.

A7.3.1. When the approving/certifying official is unable to sign the AF Form 1381, file an MFR signed by the approving/certifying official behind the AF Form 1381 and retain until a new AF Form 1381 is generated.

A7.3.2. Remove obsolete documents as part of the FEF annual review.

A7.4. Provide instructions for the use of AF Forms 1381 and source documents in AFI 11-202 Volume 2, Chapter 9. Include a list of certifications applicable to the unit with appropriate source documents and designated certifying/approving officials.

Table A7.1. Example AF Form 1381 Entries.

USAF CERTIFICATE OF AIRCREW TRAINING		
THIS IS TO CERTIFY THAT		
LAST NAME, FIRST, MIDDLE INITIAL, AND SSSN		
TRAINING REQUIREMENT/SUBJECT TITLE	DATE COMPLETED	CERTIFYING OFFICAL/ORGANIZATION
XXXX equipment. HQ AMC MSG DTG#, DATE	15 Apr 97	**Signed** Capt Sue Ellen Read 350 ARS, McConnell AFB, KS
Formation Lead AFI 11-2KC-135V1, DATE	1 May 97	**Signed** Lt Col Michael A. Morris 350 ARS/CC, McConnell AFB, KS
KC-135 Instructor Pilot AFI 11-2KC-135V1, DATE	1 Jun 97	**Signed** Lt Col Michael A. Morris 350 ARS/CC, McConnell AFB, KS
KC-135 Evaluator Pilot AFI 11-202V2/AMC 1, DATE	12 Feb 98	**Signed** Col Jonathan T. Edwards 22 OG/CC, McConnell AFB, KS
Certified KC-10 Flight Nurse AFI 11-2AEV1, DATE	15 Mar 98	**Signed** Lt Col John T. Smith 349 AES/CC, Travis AFB, CA
Flight Examiner and Instructor De-certification due to local PCA to non-flying position (RPI 4) AFI 11-202V2/AMC1, DATE	20 Jul 98	Michael A. Morris Lt Col Michael A. Morris 350 ARS/CC, McConnell AFB, KS

NOTES:

NOTE 1: Equipment Certification (15 Apr 97): If a HQ AMC MSG directs training and AF Form 1381 documentation on the use of XXXX equipment, then use the following procedure. Following completion of required training, the course instructor, or designated certifying official, signs the AF Form 1381 as the certifying official. The use of a training folder, and close-out AF Form 4025 is required, only if directed by the message.

NOTE 2: Formation Lead Certification (1 May 97): AFI 11-202, Volume 1 directs SQ/CC certification. Training is accomplished by a locally developed, SQ/CC approved program. The SQ/CC signs the AF Form 1381 as the designated certifying official. The use of a training folder and AF Form 4025 is not required.

NOTE 3: Instructor Certification (1 Jun 97): The initial instructor flight evaluation is completed on 15 May 97. Both the AF Form 8 and the Form 942 reflect this qualification date. An R&C Board is convened on 1 Jun 97 to certify instructor status. As the designated certifying official, the SQ/CC signs the AF Form 1381. The 1 Jun 97 certification date is entered on the AF Form 1381. This formal course requires a training folder; the AF Form 4025 is filed under Tab 2 of the FEF. Use this same format for Aircraft Commander Certification.

NOTE 4: Flight Examiner Certification (12 Feb 98): AFI 11-202, Volume 2 directs documentation by a letter or ARMS with certification by the OG/CC or SQ/CC. Following completion of a unit developed flight examiner training program, an R&C Board is held on 12 Feb 98 to certify flight examiner status. In this example, the signed AF Form 1381 serves as the letter of certification. The OG/CC signs the AF Form 1381 as the designated certifying official. The use of a training folder and AF Form 4025 is not required.

NOTE 5: AECM Aircraft Certification: AFI 11-2AEV1, Chapter 5 covers certification program for Flight Nurses and Aeromedical Evacuation Technicians. Training is accomplished by a locally developed, SQ/CC approved program. The SQ/CC signs the AF Form 1381 as the designated certifying official. The use of a training folder and AF Form 4025 is not required.

NOTE 6: Flight Examiner/Instructor De-certification (20 Jul 98): De-certification may be necessary for a variety of reasons including Permanent Change of Assignment (PCA) or Permanent Change of Station (PCS). In this example, a one-line entry is used for both flight examiner and instructor de-certification due to a PCS. The SQ/CC signs the AF Form 1381 as the de-certifying official. Although de-certified by the unit, the individual's instructor qualification remains valid until the expiration date on his AF Form 8 (Jan 99). Upon arrival at his next unit, an R&C Board and new commander re-certification on AF Form 1381 are required to regain instructor and/or flight examiner status. Only the last block must be signed by the approving/certifying official on this computer-generated example form (see Paragraph [A7.2.1.1.](#))

HERFRIED S. HELLWEGE, Colonel, USAF
Deputy Director of Operations